

The National Exhibition Centre

Rules and Regulations

February 2021

Version 1.2



CONTENTS

PART 1 – GENERAL

PART 2 - GENERAL RULES

2.1 Floor Loadings

2.2 Traffic

2.3 Fire Safety

2.4 Waste Disposal

2.5 Environment – Pendigo Lake

2.6 External Water Connections and Disposal/Foul Drains

2.7 Spill Kits

2.8 Temporary Structures/Ground Penetration

2.9 Medical

2.10 Dilaps

2.11 Floor Tape & Floor Graphics

2.12 Use of Public Space/Build

PART 6– PIPEWORK STAND INSTALLATIONS & MAINS SUPPLIES

(published separately – see below)

NEC PIPEWORK RULES & REGS - <https://www.thenec.co.uk/downloads/>

(Please open this link in a modern browser such as Google Chrome or Microsoft Edge for the best experience.
This page does not work in Internet Explorer)

[AEV EGUIDE ELECTRICAL INSTALLATION & TESTING SECTION INCLUDING FAQ'S](#)

PART 1 – GENERAL

1.1 Scope of the Rules and Regulations

a) These rules and regulations made by the NEC shall be observed and performed by all Licensees, Promoters, Stand Holders, Exhibitors and other sub- licensees, and their contractors, sub-contractors, agents and servants.

Compliance with venue policies must not be interpreted as compliance with applicable laws (including but not limited to The Construction (Design & Management) Regulations 2015 (CDM)). Reference in respect of CDM should be made to the HSE site CDM 2015 and the Entertainment Industry.

b) These Rules and Regulations apply in addition to:

- All relevant law and requirements of the authorities
- The Venue Licence Agreement
- The eGuide

These Rules and Regulations are subject to revision or addition at any time and details of any revisions or additions can be obtained from the NEC.

PART 2– GENERAL RULES

2.1 Floor Loadings

The floor loadings as detailed below must not be exceeded.

The NEC hall floors, including duct covers and the floor above the tunnels or other subways can withstand a loading of 20 tonnes per square metre (2 tonnes per square foot) with the following exceptions:

Halls 1–5

At the east and west ends of Halls 1 – 5, within the area between the catering service pods and a line of 3 metres in front of them, the maximum permitted loading is 2.5 tonnes per square metre and an axle loading of 10 tonnes.

Halls 2 & 4

In addition to the above, in Halls 2 and 4, within the area between the sliding fire and smoke doors (which give access to Halls 1 and 5 respectively) and a line of 15 metres to the north, the maximum permitted loading is 2 tonnes per square metre and an axle loading of 8 tonnes.

2.2 Traffic

2.2.1 General

All vehicles entering the road system, or the service bays/hall aprons of the NEC Campus must conform to speed limits, road signs and instructions given by the NEC's Traffic Officers or NEC Law Enforcement Officers. All private cars must be parked in designated areas except when unloading and loading.

Failure to display a valid pass, at any time, or adhere to The NEC site traffic rules will result in vehicles being removed by NEC Traffic Department. Instructions given by Event Management and/or The NEC Traffic & Security department must be adhered to, at all times.

The maximum safe clearance beneath the high voltage electricity grid lines, which traverse The NEC site access roads, is 5 metres.

2.2.2 Guide to Traffic Management

An Organisers Guide to Traffic Management during loading and unloading

Please note that this guide is provided for information only to provide clarity in respect of the terminology used, and activities carried out, by NEC in respect of traffic management during loading/unloading. Organisers remain responsible for ensuring that their activities comply with all applicable contractual and statutory health and safety obligations and meet all relevant industry standards. Compliance with any guidelines set out in this document does not constitute confirmation by NEC that an organiser's activity complies with its specific contractual or statutory obligations.

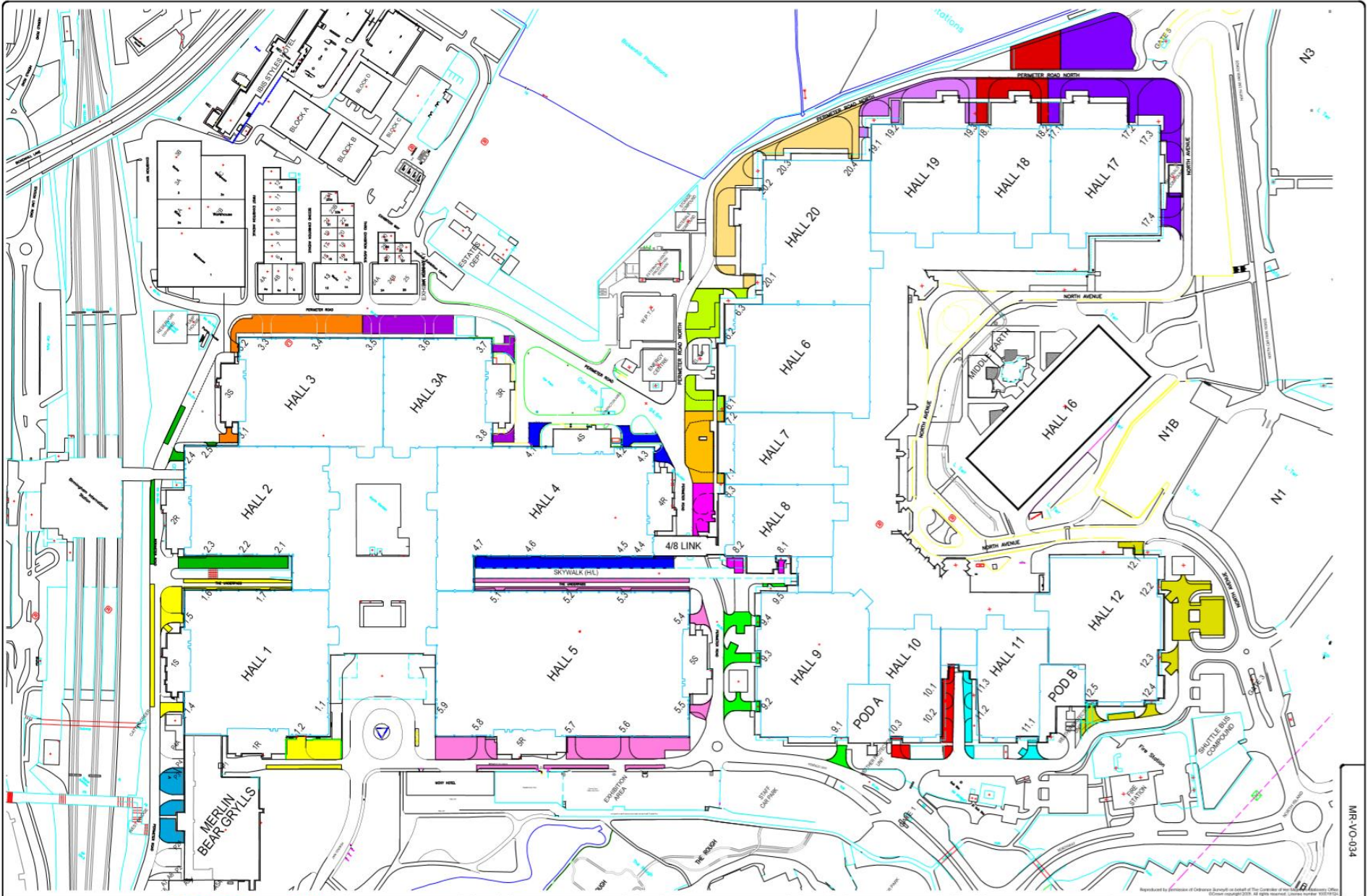
This guide is to help our organising teams understand what they need to do to secure the health and safety and welfare of those working around the perimeter of our halls (aprons) and to protect others who the work may affect, from harm.

To assist with this, in the first instance it would be prudent for us to highlight the areas and definitions relating to this.

Unloading areas could include:

- Designated Hall Specific Aprons (including the areas immediately outside the hall VE doors) – see below for allocation by hall
- Designated Hall Specific Roadways (red route suspensions) allocated for unloading – see below for allocation by hall
- Additional Allocated Aprons / Car Parks or Available Unloading Spaces available for event unloading but not designated at point of contract (this will be confirmed at the Team Meeting)

The hall aprons assigned to each hall are indicated on the plan on the following page.



Revisions				
No.	Description	Int.	Date	By
1.1	Initial design	01	2021	01/01/2021
1.2	Revised design	02	2021	02/01/2021
1.3	Final design	03	2021	03/01/2021
1.4	Construction documents	04	2021	04/01/2021
1.5	As-built drawings	05	2021	05/01/2021

All Changes To This Drawing Are To Be Made Using AutoCAD

DO NOT SCALE

the nec group
 the nec group logo

Contractor & the responsibility of the system shall be the responsibility of the contractor. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE DESIGN, CONSTRUCTION AND

Title: NEC Site Hall Apron
 Contract Responsibilities

Drawn by: 41-2021 Date: 27/10/2021 Scale: 1:1000
 Drawing No: MR-VO-034 REV No: A.9

MR-VO-034

Responsibility for managing the loading and unloading activities taking place in these areas falls to the organisers, exhibitors and contractors for the event to which the particular work activity relates.

The NEC has a part to play in this and it is important to outline what NEC Traffic Staff are responsible for with regards to traffic management at the site:

- Meeting with our organisers at the client planning meeting to understand their event requirements and agree the event traffic plan. This will include identification of allocated lorry and car parks, operating times etc. This will also include any additional requirements such as deposit systems, heavy lifting holding areas, any CDM requirements and/or nominated doors etc. to assist with managing flows and demands on space within the inner area.
- The NEC Traffic Co-ordinator will provide advice on the site traffic rules and are responsible for any enforcement requirements in this regard.
- NEC Traffic Staff will man the lorry parks and regulate the flow of vehicles into the inner area based on the availability of space. They will queue vehicles as necessary splitting by hall and door location (these may be grouped if multiple halls in use). Where required NEC Traffic Staff will liaise with the Organiser or their appointed representative with regards to availability of space before releasing vehicles from the lorry parks.
- Control of access to the inner area is managed by the Gate Staff. Vehicles leaving the lorry park will be issued appropriate passes to allow access through the relevant gate. These passes must be displayed in the windscreen. The traffic plan will include the requirements of the organiser in relation to the phasing of access to certain groups of exhibitors / contractors / doors etc.
- NEC Traffic Staff located in the inner area will manage the road ways to ensure that access is maintained and in conjunction with Hall Security Staff, ensure that red hatch markings and crossings remain clear. They will direct vehicles to parking space available (some roadways, VE door aprons, hall aprons, available associated parking areas as allocated) trying to get vehicles as close as possible to their preferred loading doors whilst ensuring roads do not become obstructed.
- They will place a hold on further vehicles leaving the lorry parks where space at the rear of the halls is no longer available. Organisers may also request this via their NEC Traffic Coordinator.
- They will apply one-way systems in designated areas when required during the build/breakdown to alleviate congestion. This may on occasion be planned but may also be implemented reactively when required.
- They will seek removal of vehicles that have overstayed as they are identified, in conjunction with Organiser Hall Managers and Hall Staff, or act to deal with vehicles causing an obstruction.
- **NEC Traffic Officers/ Marshalls, whilst trained as banksmen, will assist with reversing vehicles where they are present and where circumstances permit, however they are not able to provide this for every vehicle. It is the driver's responsibility to ensure they have appropriate banksmen for the safe reversing of their vehicles.**

- Organisers may wish to consider providing additional services in this regard to support their unloading operations.
- **NEC Traffic Officers / Marshalls are not responsible for supervising any unloading activities or lifting operations. This remains the responsibility of the vehicle drivers, lifting companies and Organisers as appropriate.**
- The NEC Traffic Coordinator and NEC Event Manager will hold an on-site Breakdown Meeting at which time contractor activity should be discussed i.e. use of nominated VE doors.

To deliver the above services the NEC will provide the following resources:

- A nominated NEC Traffic Coordinator to liaise with the Organiser and oversee the delivery of the event traffic plan.
- In general:
 - NEC Traffic Staff will be deployed during core access hours where flows and access need to be managed. (Normally 0745-1815hrs or last night of build/ breakdown 0745-2000hrs (or earlier if activity levels subside). On breakdown nights NEC Traffic Staff will remain in situ until 30mins after the Lorry Parks are clear of queuing traffic and have been parked at the halls). Outside of these busier times where space is generally available, access will be controlled at the gates and the rear of the hall will not be manned by NEC Traffic Staff.
 - Additional NEC Traffic Staff will be deployed at busier times such as breakdown to regulate access and vehicle flows to the available loading and unloading space and to ensure roadways required for access remain clear.
 - During the open period NEC Traffic Staff will be deployed to the rear of the halls to manage flows of traffic coming to off load prior to the show opening time. All deliveries should cease at least 30 minutes before show opens but times will vary dependent on type of event and level of activity. Any deliveries after show opens are to be agreed with the Organisers.

Organising teams' responsibilities include (but are not limited to):

- Organisers and lifting companies should assess the risks from vehicle movements and unloading activities when planning an event and ensure suitable and sufficient controls are implemented to manage the risks identified. They may wish to consider deploying additional resources or controls to manage this.
- Organisers may wish to consider allocating certain doors or areas for the fork lift operations as part of their build up and break down plans to segregate pedestrians from fork lift activity.
- Organisers need to pre-agree trailer bay locations for the build/open/breakdown periods with the NEC Event Manager.

- Organisers should advise all contractors and exhibitors that high visibility vests must always be worn when off-loading and loading your vehicles within the loading bays (areas immediately outside the halls). Other PPE may also be required and this should be informed by the work activity risk assessments.

Further guidance can be sought from the following documents:

CDM Guidelines <https://www.cdm4events.org.uk/>

AEV eGuide (Build-Up and Breakdown section) <https://www.aev.org.uk/e-guide>

H&S at Work Act <http://www.hse.gov.uk/legislation/hswa.htm>

Workplace Transport Guidelines <https://www.hse.gov.uk/pubns/indg199.pdf>

NEC Forklift Policy <https://www.thenec.co.uk/downloads/>

NEC Traffic Rules <https://www.thenec.co.uk/downloads/>

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2.3 Fire Safety

Group venues have duties and responsibilities in respect of fire safety and fire precautions under the Health and Safety at Work Act 1974 (HASWA), The Management of Health and Safety at Work Regulations 1999 (MHSWR), The Regulatory Reform (Fire Safety) Order 2005 and the Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR).

The Regulatory Reform (Fire Safety) Order 2005 (RRFSO) requires reasonable fire precautions to be put in place. The NEC Group has a robust set of Fire Safety Arrangements in place, including a Fire Safety Policy, suitable and sufficient Fire Risk Assessments and adequate training for those with identified roles for managing fire risks. The Group will retain overall responsibility for fire arrangements in place for the buildings and NEC staff and contractors.

Compliance with the requirements of the RRFSO rests with the 'Responsible Person'. In the workplace, this is the employer and any other person who may have control of any part of the premises, e.g. the occupier or owner, which will be the NEC Group in this case. In an event and exhibition environment, the Organiser (in tenancy control of the Hall) is a Responsible Person alongside The NEC Group, as they may introduce additional hazards in to the environment.

Competent Persons

Depending on the nature of the activities in the event and on the intended use of the premises, the Organiser must appoint one or more Competent Persons to provide advice and guidance and support the Organiser in undertaking a risk assessment and implementing the resulting preventative and protective measures.

A Competent Person is someone who is qualified by training, knowledge and experience to carry out an activity or process with a clear understanding of the hazards and the precautions that will be required.

The Responsible Person must ensure a fire risk assessment is undertaken.

Fire risk assessment assists in identifying risks that can be removed or reduced and establishes the nature and extent of the general fire precautions required in order to protect people against the fire risks that remain.

This fire risk assessment must consider all individuals who may be affected and pay particular attention to those at special risk - such as the disabled and those with special needs. The fire risk assessment must also make provision for any dangerous substances liable to be introduced onto the premises as part of the event or exhibition.

The Responsible Person must ensure, as far as is reasonably practicable, that outbreaks of fire do not occur but, if and when they do occur, they are rapidly detected, effectively contained and efficiently extinguished. An involvement in fire precautions is therefore the basic responsibility of all Organisers and Exhibitors - and an essential obligation for all persons with management responsibility.

The Organiser must at all times abide by these requirements and follow the procedures laid down by The NEC Group. Fire Safety Arrangements (Tier 1) for the individual Halls and Conference Suites are made available by NEC Event Management and are also available from the Safety Team.

Fire Extinguishers

The NEC Group provides fire extinguishers in accordance with the existing Fire Safety Arrangements for each Hall and Conference Suite.

Where additional fire risks are identified through the exhibitor and show fire risk assessment processes, it is the Organiser and Exhibitor's responsibility to source and provide the appropriate number of fire extinguishers to combat these additional fire risks - and to ensure that any additional extinguishers to be placed on stands or elsewhere in the event are suitable for the type of fire they may be used to extinguish.

2.4 Waste Disposal

All contractors/exhibitors/organisers are responsible for the removal any waste generated as part of their onsite activities. The NEC will make the appropriate arrangements for the collection, recycling and/or disposal of items which are deemed to be abandoned on the NEC site. This will be carried out in compliance with all relevant waste management regulations and any costs associated with doing so will be passed on to the show organiser.

A skip hire/waste disposal service is available and can be arranged via the organiser/event management team. Third party skips are not permitted on the NEC Campus.

2.4.1 Paint Tins/Compressed Gas Cylinders

All full, or part full paint tins and pre-approved use of gas cylinders must be removed from site by the relevant contractor/exhibitor/organiser. Any used or unused paint tins and gas cylinders must not be left abandoned inside or outside the halls at any time during the tenancy of the show.

The NEC has limited capacity for safe storage of paint tins containing residue and gas cylinders, a quotation for disposal can be obtained via the event organiser/event manager.

Any damage caused within the NEC site, internal or external, due to spilt paint from discarded tins or gas cylinders, will be the responsibility of the Organiser and any costs associated with rectifying such damage or removal will be passed on.

2.5 Environment – Pendigo Lake

Pendigo Lake is classified as a reservoir (which also holds a healthy supply of carp), collecting surface water from the NEC via a network of storm drains. In turn water is discharged into the River Blythe which is a designated Site of Specific Scientific Interest and monitored by the Environment Agency.

For England and Wales, the principal water pollution offences are contained in the Environmental Permitting (England and Wales) Regulations 2010: regulations 38(1) and 12(1). It is an offence to knowingly permit or cause pollution to surface water, and as such any spillages that occur externally, within the NEC boundary including car parks, external areas surrounding the halls, such as diesel, petrol, oil, milk, sewage etc should be reported immediately to the NEC show Event Manager. Following any clean up procedures, associated costs will be passed on to the relevant parties.

2.6 External Water Connections and Disposal/Foul Drains

Foul drains and outside water connections across the NEC site are very limited. Due to the environmental restrictions detailed above in 2.5, any activity such as vehicle washdown areas have to be operated in a pre-agreed controlled area. Where a foul drain is not available, drains runs are blocked off and gully sucking equipment hired in at a cost to the Organiser. It is recommended that where possible, vehicles are washed off site and hand cleaned inside the hall.

The washing down of vehicles anywhere on the NEC Campus including the rear of the halls **is not permitted** even in instances where detergents are not used.

2.7 Spill Kits

For all activities carried out on site where the risk of a spillage has been identified, these must be approved in advance by the appropriate NEC Event Manager. The contractors/exhibitors/organisers must provide the relevant RAM's including the appropriate spill kit and trained personnel to be able to effectively deal with the risk identified. This should be accompanied by a detailed Environmental Risk Assessment and include methods of waste disposal in line with the appropriate waste regulations.

The importance of containing a spill, and reporting procedures, are detailed in section 2.5. Any costs incurred by the NEC due to a spillage will be passed on to the relevant party.

2.8 Ground Penetration

All ground penetrations works must require written approval in advance from the NEC.

Where reasonably practicable, all external temporary structures should be weighted down in preference to ground penetration. Where this is not possible or where there is other ground penetration requirements, the Event Manager will provide the Organiser with an underground service plan for the area concerned which identifies all known cabling and pipework.

If necessary, it is the Organiser's responsibility to arrange for a CAT scan to be carried out at their own cost of the area before any penetration works take place. Our own in-house service provider CBRE can provide this for live cables only.

If an area was known or suspected to be riddled with piped services, drains, control or IT fibre cables etc then we may insist on a full Ground Penetrating Radar scan carried out by a competent external specialist at the Organiser's expense. This could

be either commissioned by CBRE on their behalf or they could appoint suitable specialist.

Other measures such as hand digging only may need to be imposed on a case by case basis.

All RAMS are subject to approval by NEC and need to go through the NEC/CBRE Permit system for high risk works. Costs maybe incurred for this as due to limited staff availability and depending on time/day of permit issuing and supervision.

As all surveys are not 100% guaranteed, any damaged caused whatsoever to ours or a third-party infrastructure, re-imbursing the NEC for any correctional and re-instatement costs sits with the Organiser.

2.9 Medical

As referenced in the eGuide, the principal responsibility for assessing the risk and identifying the appropriate level of medical cover for each event during the build/open/breakdown periods lies with the organiser with considerations given but not limited to heavy lifting, vehicle movement, working machinery, visitor numbers, visitor profile and dangerous public participation activities.

Use of the NEC first aid rooms is at the Companies discretion and preference will be given to those organisers using the NEC's own medical provider.

External providers using the First Aid rooms are expected to leave it in the condition it is found. Equipment must not be moved and kitchenettes left clean and tidy. Any dilaps and cleaning costs will be passed on to the Organiser.

Specialist waste bins are not emptied daily in our First Aid rooms, so if there is an expectation that this may be required more often during a show tenancy, the organiser should inform the NEC Event Manager in advance of the tenancy. A cost for this service can be found on the NEC Product and Services Order Form.

As detailed in the eGuide, Organisers should be aware that when using an external provider located in an organisers office (or on the show floor) clinical waste, i.e. anything contaminated with human tissue, must be placed in yellow refuse bags, which should be sealed when no more than one third full; it must not be disposed of in general rubbish containers. It should only be removed from site by a waste carrier who is registered for carrying and disposing of clinical waste.

We may at any time ask to see proof of all relevant Environmental Permits in line with current UK legislations, such as Waste Carriers (if put in a vehicle then the vehicle must be registered to the same NEC/individual, Disposal Point Permits, and Waste Transfer Notes).

All external medical providers must hold an NEC base station radio and follow the NEC emergency protocols. The NEC Event Manager will be responsible for the

allocation of the radio and briefing when necessary. If the radio is returned damaged or has been lost by the Organisers own provider, the Organiser will be responsible for replacement costs.

The NEC have a number of front-line staff trained in first aid. This cover should not negate the need for an organiser to carry out their own assessment and book medical cover accordingly for their show.

2.10 Dilaps

The Organiser should advise the Event Manager of any dilaps issues on arrival and it is the organiser's responsibility to leave the venue in as good and clean order and condition as it was on the commencement of the licence period.

Any damage considered by the NEC to have taken place during the tenancy whether it be by exhibitors, contractors, sub-contractors, organising staff or visitors will be repaired by the NEC and charged back to the Organiser.

2.11 Floor Tape & Floor Graphics

The NEC will provide a list of suppliers with NEC approved tape and it is strongly recommended that this is included in the Exhibitor Manual for each show.

The NEC Event Manager will be happy to assist with any floor graphic testing in advance of an event, which will be subject to approval before being laid.

Graphics are not permitted on the floor around the hall main entrance or any of our public spaces. Our media team would be happy to assist with suitable options should you wish to use this floor space.

Any other type of floor damage such as floor paint spillages and floor damage during bolt removal (or non-removal of floor bolts) will be charged back to the Organiser post show where deemed necessary.

2.12 Public Space Use/Build

There should be nothing placed in our internal public spaces including our outside areas without approval in advance by the NEC Event Manager. Please note that this also includes signage.

In order to comply with fire regulations, the building of registration desks, info points, catalogue desks and similar structures in our public spaces is limited, and in most instances, will be booked and built via our NEC Commercial Graphics team.

Any build/construction in these areas must adhere to CDM regulations and instances where approval has been given for organisers to carry out their own work, must be monitored by the organisers own H & S/ Floor Management staff.

All structures/items and any pre-agreed supporting activity must be included as a separate item in the organisers own show risk assessment with suitable RAMS. Previous approval does not always mean approval will be achievable year on year as our public area space has multiple usage and may be dependent on other show and NEC activities, so please do not contract multiple years with suppliers and check with your show Event Manager before proceeding with any future orders.